

Kent High Weald Countryside Partnership (KHWP)

Volunteer Trainee Conservation Officer – Job Description

Directorate: Growth, Environment and Transport

Unit/Section: Kent High Weald Partnership

Grade: Voluntary (budget available for travel and training)

Responsible to: KHWP Manager

Hours: 2–3 days per week (must be available 8am–5pm Wednesdays and Thursdays)

Purpose of the Role

To support the delivery of KHWP's aims and objectives by assisting Partnership Officers in the management, conservation, and community engagement of Local Nature Reserves and other greenspaces. This role also includes contributing to KHWP's communications through social media and public relations activities.

Key Responsibilities

- Assist with leading and managing practical volunteer task days on nature reserves and greenspaces.
- Support the planning and delivery of community engagement events.
- Contribute to site access improvements and conduct habitat and species surveys.
- Assist with creating and publishing content for KHWP's social media platforms (e.g., Instagram, Facebook).
- Support PR efforts by helping to draft press releases, newsletters, and promotional materials.
- Capture and share stories from the field to raise awareness of KHWP's work and impact.
- Lead a personal project under one of KHWP's core themes—conservation, education, community engagement, or communications—based on the trainee's interests and strengths. This project will be supported by KHWP staff and contribute meaningfully to the Partnership's goals.

Training Outcomes and Opportunities

Trainees will gain valuable hands-on experience and skills in countryside management, volunteer coordination, and environmental communications.

Training opportunities (tailored to individual needs) may include:

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| • NPTC Brushcutter & Trimmer | • Habitat management techniques |
| • NPTC Chainsaw CS30 & CS31 | • Construction skills |
| • First Aid Training & Certification | • Health and safety/risk assessments |
| • Species identification | • Social media content creation and digital storytelling |
| • Safe use of hand tools | • Public relations and community outreach |
| • Volunteer management | |
| • Site management plan writing | |

Person Specification

Qualifications: Not required

Experience: Some experience of practical outdoor work

Skills and Abilities:

- Good communication skills
- Ability to travel to KHWP Office at Bedgebury Pinetum or remote sites in Tunbridge Wells Borough
- Willingness to learn new skills
- Ability to work independently and as part of a team
- Reliable and self-motivated
- Interest in social media and public engagement

Knowledge: Some knowledge of wildlife and countryside management

Kent County Council Values:

- Brave: Do the right thing and accept challenges
- Curious: Innovate and improve
- Compassionate: Respectful and understanding
- Strong Together: Share knowledge
- Responsible: Make a difference

Note:

This role is subject to a DBS check.